

WEIGHTS AND MEASURES REGISTRATION APPLICATION INSTRUCTIONS

GENERAL INFORMATION

The District of Columbia has enacted a law (Regulation and Inspection of Weighing and Measuring Devices Amendment Act of 2004) that requires the Department of Consumer and Regulatory Affairs (DCRA), Office of Weights and Measures, to implement a program requiring you to **register** all Universal Product Code (UPC) scanners, Pharmaceutical balances, scales used in dialysis clinics and commercially used weighing and measuring devices. Inspections of these devices will occur semi-annually to validate that the devices are properly calibrated and displaying accurately.

“VERY IMPORTANT”- *Payment Process*

In lieu of remitting documents and payments directly to the DCRA, all customers are encouraged to remit these items with payments attached to the lockbox address listed on the top of the application. Documents sent to DCRA will be repackaged and forwarded to the lockbox address listed on the top of the application for check removal and cashing. The application will then be sent by the bank to DCRA on the next business day.

New Business

If you are a new business or if you have new weighing and measuring devices, you must have your weighing and measuring devices inspected prior to use. Use of a weighing and measuring device prior to inspection will result in a \$2000.00 fine.

Renewals

Weights and Measures Registration and Inspection Certificates are required by law. You must register your device(s) annually. The registration cycle runs from October 1st of each year through September 30th. The certificates expire September 30th each year. A renewal notice will be mail to the address recorded on line 5 of the Weights and Measures Registration Application. Renewal notices will be mailed in August of each year. It is important that all information for your business remain current during your registration period to ensure that you receive your renewal notices in a timely manner.

Late Fee

A fee of \$150.00 will be charged for late registration and for late renewals. If a business is found to have been conducting business without a valid certificate of registration, the applicant shall be liable for any and all fees and fines applicable for non compliance.

Address Changes

Please notify the Department of Consumer and Regulatory Affairs, 941 North Capitol Street NE, Room 7205, Washington, DC 20002, in writing of an address change. At the beginning of August, registration applications for renewals will be mailed to the last known address of the business entity. Failure to receive a renewal notice is not a proper defense for failing to renew your registration.

Inspections

Merchants will receive semi-annual inspections of their weighing and measuring devices each year by a Weights and Measures Inspector from the Department of Consumer and Regulatory Affairs.

APPLICATION INSTRUCTIONS

When completing the application, please type or print clearly. All items must be completed and must be clearly legible. You must sign and date the application. Incomplete applications will be returned accordingly.

Step 1: Please provide the **Business Name**.

Step 2: Please provide the **Address of Device(s)** where the device(s) are located in the District of Columbia.

Step 3: Please provide the **Trade Name** of your business, if you do or plan to conduct business under a Trade Name.

Step 4: Please identify the **Type of Business** (primary business activity) being conducted at the address of device(s).

Step 5: Please provide the **Billing Address** for the business if different from the address of device(s) listed on Line 2. If the address is the same indicate same as above.

Step 6: Please provide the full name of the owner, managing partner, office manager or whom you want to be the **Contact Person**.

Step 7: Please provide the **Phone Number** of the contact person, owner, managing partner, office manager identified on line 6.

Step 8: Please indicate the **Basic Business License Number** for the business, if applicable.

Step 9: Please indicate the **Certificate of Occupancy Number** for the business.

Step 10: Please select one of the boxes indicating this is a **New Application, Additional Device(s) or Renewal** application.

Step 11: Completing the device type table is the next step:

- A) You must first select the Device Type you are trying to register and indicate in column (Z) identified as # Devices, how many of that type you are registering.
- B) Multiply the fee listed in column (Y) by the number of devices in column (Z) to determine the total amount for that device type.
- C) Repeat steps A and B for all other device types that are being registered for your place of business.
- D) Add all of the totals listed in the amount column to determine total device fees and place on the appropriate line titled Device Fees.
- F) Add the delinquent penalty fee (if applicable) to the Total Device Fees to determine the Total Payment.

SUBMITTING YOUR APPLICATION

Complete and sign this application, make check payable to "DC Treasurer" and you may submit by mail to Department of Consumer and Regulatory Affairs, **P. O. Box 96081, Washington, DC 20090** or bring the application to the Department of Consumer and Regulatory Affairs at, 941 North Capitol Street NE, Room 1100. A separate application must be submitted for each business location.

Your application should include:

- **Completed application (including signature)**
- **Clean Hands Self –Certification Form**- Clean Hands Self-Certification Form attesting that you do not owe more than \$100 to the District of Columbia as a result of fines, penalties or interest assessed pursuant to the Litter Control Act of 1995; Illegal Dumping Enforcement Act of 1994; the Civil Infractions Act of 1985; or past due taxes.
- **Check made payable to "DC Treasurer" for applicable fees**

Note: The person responsible for completing the Weights and Measures Registration Application must print their name, sign the application and date it.